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## FINANCE REPORTS, 1908

## Treasurer's Report, Jan. 1-Dec. 31, 1908

(Combining report of A. H. Hopkins, Jan.-June, and Purd B. Wright, July-Dec. 31, 1908.)  
 Balance on hand Jan. 1, 1908 (Bulletin, May, 1908, p. 39)..... \$949.59

## Receipts

## Membership dues

1907	4 at \$2.....	\$8.00	
	1 at \$5.....	5.00	
1908	215 at \$5.....	1075.00	
	1364 at \$2.....	2728.00	
	242 at \$3.....	726.00	
1909	11 at \$2.....	22.00	
	2 at \$3.....	6.00	
1910	1 at \$2.....	2.00	
Life memberships			
	6 at \$25.....	150.00	
			<hr/>
			4722.00
Interest on endowment funds.....		159.22	
Interest on bank balances.....		41.05	
A. L. A. Publishing board, rental of executive offices.....		500.00	
National ass'n state libraries, extra pages in Bulletin.....		91.50	
Sale of Proceedings.....		127.93	
Sale of Bulletin.....		10.86	
Sale of Handbook.....		13.13	
Refund from A. L. A. Pub. board, acct. Dudley & Hodge binding.....		2.00	
Refund on printing (Mr Gould).....		2.25	
Miscellaneous (Mosher, \$1; exchange, 59c.).....		1.59	
			<hr/>
Total .....			6621.12

## Payments

Minnetonka Conference  
1908

Aug. 7.	J. I. Wyer, Jr., expense.....	\$62.35	
	Chas. H. Bailey, reporting and two copies manuscript		
	Proceedings .....	150.00	
	Brandow ptg. co., 1500 copies program.....	32.80	
	Martin & Balteff, stereopticon, children's section.....	9.00	
	Whitehead & Hoag co., 700 buttons.....	15.75	
	Index press, printing.....	62.75	
	H. W. Wilson, stationery supplies.....	4.35	
	Index press, 40 copies constitution and 25 proofs set		
	twice .....	12.00	
			<hr/>
			349.00

## Bookbuying committee

Feb.	29.	Bernard C. Steiner, expenses to New York.....	9.00
"	29.	W. P. Cutter, expenses to New York.....	9.51
"	29.	J. C. Dana, expenses to New York.....	5.00
Apr.	28.	New England druggist pub. co., 3000 reprints.....	6.50
May	30.	W. P. Cutter, expenses to New York May 19-20.....	8.85
"	30.	Bernard C. Steiner, expenses to New York May 19-20..	5.52
"	30.	Arthur E. Bostwick, circulars and envelopes.....	15.51
Nov.	8.	B. C. Steiner, traveling expenses to Newark.....	9.00
			<hr/>
			68.39

## Bulletin

Feb.	28.	Carter, Rice & co., envelopes.....	15.50
"	28.	New England druggist pub. co., Jan. Bulletin.....	43.00
"	29.	Union bookbinding co., inserting Bulletin.....	2.75
"	29.	A. L. A. Publishing board, editing Proceedings for 1907.	100.00
"	29.	New England druggist pub. co., 3000 reprints.....	7.00
"	28.	New England druggist pub. co., title page and March Bulletin .....	67.50
"	28.	Union bookbinding co., inserting Bulletin.....	2.00
May	30.	Union bookbinding co., inserting Bulletin.....	2.25
"	30.	New England druggist pub. co., printing May Bulletin.....	57.00
		500 reprints Conference notes.....	3.50
Oct.	1.	Carter, Rice & co., 4655 Columbian clasp envelopes....	44.39
"	6.	New England druggist pub. co., 2200 Bulletins no. 4 (Handbook, 64 pages), 1000 cops., 24 pages.....	236.00
"	6.	Union bookbinding co., mailing Bulletin.....	3.50
"	12.	Julia E. Boyle, typewriting and filing correspondence..	6.29
"	28.	Nina E. Browne, local and foreign postage on A. L. A. Proceedings .....	25 00
"	31.	A. L. A. Publishing board, editing Proceedings, 1908..	100 00
Nov.	18.	Nina E. Browne, deposit at P. O. on acct. A. L. A. Bule- tin, second class.....	30.00
"	18.	New England druggist pub. co., 2100 Bulletins no. 5 (Proceedings) .....	1025.40
Dec.	1.	Union bookbinding co., mailing Bulletin.....	6.00
"	28.	New England druggist pub. co., November Bulletin....	32.50
"	28.	Carter, Rice & co.....	21.20
"	28.	Union bookbinding co., mailing Bulletin.....	2.75

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1833.53

## Executive Offices, 34 Newbury St., Boston

		Annie A. Sullivan, rent Feb.-Dec., 1908.....	916.63
Jan.	6.	Nina E. Browne, petty cash, \$40; postage, \$20.....	60.00
"	29.	E. F. Brennan, salary for January, 1908.....	35.00
Feb.	18.	A. Hathway's Sons, architectural plans.....	4.80
"	29.	New England tel. & tel. co., telephone service.....	4.25
Apr.	6.	New England tel. & tel. co., telephone service.....	4.40
"	6.	Annie A. Sullivan, cleaning 34 Newbury St.....	6.80
"	6.	J. I. Wyer, Jr., expenses to Boston and return.....	22.65
"	28.	New England tel. & tel. co., telephone service.....	8.35
"	28.	New England druggist pub. co., 1000 envelopes.....	2.50
May	30.	Nina E. Browne, petty office expense.....	14.52
"	30.	Robert A. Boit & co., insurance on Arch. collection....	10.00
"	30.	New England tel. & tel. co., telephone service.....	7.45
"	30.	Nina E. Browne, services Jan.-July.....	100.00
Aug.	7.	New England tel. & tel. co., telephone service May-June.	12.94
"	25.	New England tel. & tel. co., telephone service July....	5.51
"	25.	New England druggist pub. co., 500 bill heads.....	2.50
Sept.	19.	New England tel. & tel. co., telephone service August..	5.27
Oct.	1.	Nina E. Browne, petty cash account.....	19.55
"	6.	New England druggist pub. co., 2000 page reprints....	5.00
"	12.	J. I. Wyer, Jr., expenses to Boston and return, Head- quarters' business .....	15.60
"	20.	New England tel. & tel. co., telephone service Sept....	4.52
Nov.	19.	New England tel. & tel. co., telephone service October..	4.25
"	28.	Nina E. Browne, petty cash account.....	20.00
Dec.	1.	Nina E. Browne, salary July-Dec.....	100.00
"	15.	H. M. Hight, 500 letterheads.....	2.25
"	15.	Annie A. Sullivan, cleaning office rooms.....	5.40
"	15.	New England tel. & tel. co., telephone service Nov....	4.25
"	29.	Nina E. Browne, extra service.....	25.00

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1429.39

## Committee on Library administration

Apr. 28.	Brandow printing co., circulars.....	18.00	
May 30.	Corinne Bacon, postage and clerical work.....	7.00	
			<u>25.00</u>

## Secretary's office expenses

Apr. 6.	J. I. Wyer, Jr., postage.....	11.04	
May. 30.	H. A. Chapman, stenographic service.....	37.85	
" 30.	Dudley & Hodge, binding.....	16.00	
Aug. 7.	Index press, 1000 letterheads.....	4.12	
Oct. 12.	J. I. Wyer, Jr., postage, etc.....	14.27	
Dec. 8.	H. A. Chapman, stenographer June 1 to Dec. 1.....	22.50	
" 28.	J. I. Wyer, Jr., postage and express.....	5.59	
" 28.	C. F. Williams & Son, 1500 letterheads, and express....	7.06	
			<u>118.43</u>

## Secretary's salary

J. I. Wyer, Jr., salary Jan. 1 to Dec. 31.....	250.00	
		<u>250.00</u>

## Treasurer's expense

Jan. 21.	New England druggist pub. co., billheads and envelopes.	15.50	
Feb. 18.	New England druggist pub. co., 1600 postal cards.....	19.00	
May 30.	Anderson H. Hopkins, postage and telegrams.....	3.83	
Aug. 7.	J. I. Wyer, Jr., postage.....	6.50	
" 7.	John A. McGee, agt., treasurer's bond.....	16.00	
" 7.	Index press, delinquent notices.....	1.75	
" 25.	Purd B. Wright, express charges on books, stamps....	3.20	
Oct. 8.	American printing co., vouchers .....	4.50	
Dec. 15.	New England druggist pub. co., 500 billheads, 2500 billheads, 2000 envelopes, 2000 postals.....	36.75	
			<u>107.03</u>

## Contingencies

Aug. 7.	Drew B. Hall, expense auditing accounts trustees of endowment fund .....	3.75	
Oct. 12.	Publishers' weekly, reprints from Library journal (1907)	5.34	
Nov. 2.	Corinne Bacon, typewriting preliminary report Com. on Library administration, and express.....	4.75	
Dec. 8.	New England druggist pub. co., 30 reprints minutes of Executive Board .....	5.00	
" 11.	New England druggist pub co., 150 reprints constitution .....	2.25	
			<u>21.09</u>

## Bookbinding committee

Aug. 7.	Wilmington institute free library, stamps and express..	16.41	
" 7.	Chas. L. Story, printing.....	12.50	
Dec. 28.	A. L. Bailey, expenses 1907-08.....	15.25	
			<u>44.16</u>

## Travel committee

Aug. 28.	F. W. Faxon, printing, stationery, etc.....	17.51	
			<u>17.51</u>

## Trustees A. L. A. Endowment fund

Apr. 28.	Four (4) life memberships—Polk, Kidder, Carr, Ward.	100.00	
Dec. 8.	Two (2) life memberships—Owen, Bliss.....	50.00	
			<u>150.00</u>

## Balances, Dec. 31, 1908:

Deposit, Bartlett trust co.....	\$2107.09	
Boston, credit Miss Browne.....	100.00	
		<u>2207.09</u>
		<u>\$6621.12</u>

PURD B. WRIGHT, Treasurer.

**Auditor's Report.**

To the Finance committee, A. L. A.:

I have made an examination in detail of the books and vouchers of A. H. Hopkins and Purd B. Wright, Treasurer of the American Library Association, from Aug. 8, 1907, to Dec. 31, 1908, the books having been closed on the former date and approved by Messrs Hastings and Hall.

It would appear that certain entries under date of Sept., 1907, were made by Mr Hopkins from reports made by Mr Hovey (which are on file), as no bills are found. These amount to \$167.55. In addition two small items, one of \$2.15, express on Handbooks, and \$4.80, foreign postage on Handbooks, are noted, for which no record other than that of the book entry, was found.

A list of above items is given herewith, marked "Exhibit A." They are also indicated on cash book by absence of check marks. All other bills were properly approved and receipted. Book balances are correct.

For the year 1908 disbursements of moneys received are covered by vouchers, properly approved by Finance committee, and receipted. Entries and balances on books are correct.

The bank book of the Treasurer showed a balance Dec. 31, 1908, at the Bartlett trust company, St Joseph, Mo., of twenty-one hundred and seven dollars and nine cents (\$2,107.09).

Beginning in January, 1908, under Mr Hopkins, a voucher system was inaugurated, and it has since been maintained. It is a satisfactory method, greatly facilitating checking. R. W. HYATT.

**"EXHIBIT A"**

Items entered on cash book of Treasurer of A. L. A. from statement of Mr Hovey, for which no vouchers are shown: Sept., 1907, Disbursements by Mr Hovey:

Man at office.....	\$1 00
Annie A. Sullivan, sundries.....	1 90
Travel to Pittsfield.....	8 60
Telegram .....	25
Postage .....	7 00
Postage collecting dues.....	27 50
Bank costs .....	2 50
Bank costs .....	4 75
Postage .....	22 40
Express on Bulletin envelopes....	3 75
Express on architectural plans...	4 87
Postage .....	58 00
Repairs on typewriter.....	1 00
Express on Handbooks.....	8 83
Nov. 1, Lillian D. Powers.....	15 20

**\$167 55**

Items of which only record is on page 3, cash book, September, 1907:

Express on Handbooks.....	\$2 15
Postage on Handbooks, foreign...	4 80

**\$6 95**

St. Joseph, Mo., April 20, 1909.

I take pleasure in certifying to the ability and experience of Mr R. W. Hyatt as an accountant. J. G. SCHNEIDER.

Vice-Pres. German-American Nat'l Bank.

**Endowment Fund Trustees**

The Trustees of the Endowment fund, in presenting their annual report, are pleased to say that the interest on all bonds has been paid. During the year they have sold a mortgage on the South Boston property and invested the proceeds in United States steel bonds. They have also transferred the accounts from the Brookline and Chelsea savings banks to the Dime savings institution of New York. The bonds and securities have been moved to the Safe deposit vaults of the Union trust company, Fifth Avenue and 38th Street, New York City, and our regular banking account is now kept with the Union trust company of New York.

The Trustees hope during the next year or two that they may be in a position to exchange some of the bonds now held by the Association to those bearing a higher rate of interest.

The Trustees have decided that it is advisable to charge the premium on all bonds bought above par to the income account, and that all bonds which have been bought below par should be valued at the cost price.

The Trustees have also decided that hereafter the fiscal year should run from January 15th to January 15th, in order to give them an opportunity to collect all January payments.

### Carnegie Fund, Principal Account

Cash donated by Mr Andrew Carnegie.....		\$100,000.00
Invested as follows:		
June 1, '08.	5,000 4 per cent. Am. T. & T. bonds, 96½....	\$4,825.00
	10,000 4 per cent. Am. T. & T. bonds, 94¾....	9,437.50
	15,000 4 per cent. Cleveland Terminal, 100....	15,000.00
	10,000 4 per cent. Seaboard Air Line, 95½....	9,550.00
	15,000 5 per cent. Western Un. Tel., 108½....	15,000.00
	10,000 3½ per cent. N. Y. Central, 90.....	9,000.00
	5,000 3½ per cent. N. Y. Central, 90.....	4,500.00
	15,000 6 per cent. Mo. Pacific, 99.....	14,850.00
	10,000 5 per cent. Mo. Pacific, 104¾.....	10,000.00
	5,000 5 per cent. Mo. Pacific, 104¾.....	5,000.00
		<hr/>
		97,162.50
	100,000	
Cash in bank:		
	Dime Savings Institution.....	\$841.67
	Union Trust Company .....	1,995.83
		<hr/>
		2837.50
		<hr/>
		\$100,000.00

### Carnegie Fund, Income Account

Cash on hand June 1, 1908.....		\$4232.43
July 1, '08. Int. Inter. Trust Co.....		45.61
	Int. Brookline Bank .....	14.69
	Int. Western Un. Tel. Co.....	375.00
	Int. Mo. Pacific R. R.....	450.00
	Int. Mo. Pacific R. R.....	375.00
	Int. N. Y. Central R. R.....	262.50
	Int. Am. T. & T. Co.....	300.00
	Rebate Safe Deposit Co.....	16.00
Nov. 5, '08. Int. Cleveland Terminal.....		300.00
Dec. 4, '08. Int. Seaboard Air Line.....		200.00
	Int. on interest Seaboard Air Line.....	3.00
Dec. 29, '08. Int. Am. T. & T. Co.....		300.00
	Int. Western Un. Tel. Co.....	375.00
	Int. Inter. Trust Co.....	42.15
Dec. 31, '08. Int. Union Trust Co.....		14.90
Jan. 15, '09. Int. Brookline Bank.....		17.12
		<hr/>
		\$7323.40
Disbursements:		
June 1, '08. Premium Western Un. Bonds.....	\$1275.00	
	Premium Mo. Pacific Bonds.....	487.50
	Premium Mo. Pacific Bonds.....	233.33
Oct. 3, '08. A. L. A. Pub. Board.....	2000.00	
Oct. 5, '08. Rent Safe Deposit Co.....	30.00	
Oct. 6, '08. Insuring and transporting bonds.....	8.14	
Oct. 13, '08. Trustees' Traveling expenses.....	123.80	
Dec. 31, '08. A. L. A. Pub. Board.....	2000.00	
	<hr/>	
		6157.77
Cash on deposit in Union Trust Co.....		1165.63
		<hr/>
		\$7323.40

**Endowment Fund, Principal Account**

Cash on hand June 1, 1908.....		\$6911.84
Dec. 14. Life membership Ethel Owen.....		25.00
Life membership R. P. Bliss.....		25.00
		<hr/>
		\$6961.84
Invested as follows:		
June 1, '08. 2 U. S. Steel Bonds, 98½.....	\$1970.00	
Oct. 19, '08. 2 U. S. Steel Bonds, 102¾.....	2000.00	
Nov. 5, '08. 1½ U. S. Steel Bonds, 101.....	1500.00	
	<hr/>	5470.00
Cash in Bank:		
Dime Savings Institution.....	\$1391.84	
Union Trust Company.....	100.00	
	<hr/>	1491.84
		<hr/>
		\$6961.84

**Endowment Fund, Income Account**

July 1, '08. Int. Brookline Bank.....	\$25.86
Int. on Mtg.....	62.50
Oct. 17, '08. Int. on Mtg. less commission.....	25.35
Nov. 6, '08. Int. Chelsea Bank.....	22.96
Nov. 4, '08. Int. U. S. Steel Bonds.....	50.00
Nov. 5, '08. Int. U. S. Steel Bonds.....	50.00
Dec. 31, '08. Int. Union Trust Co.....	4.00
Jan. 15, '09. Int. Brookline Bank.....	26.38
	<hr/>
	\$267.05
Disbursed as follows:	
Oct. 19, '08. Premium on U. S. Steel Bonds.....	\$52.50
Nov. 5, '08. Premium on U. S. Steel Bonds.....	15.00
Jan. 15, '09. Treas. Am. Lib'y Ass'n.....	199.55
	<hr/>
	\$267.05

Respectfully submitted

W. C. KIMBALL,  
W. T. PORTER,  
W. W. APPLETON,

Trustees A. L. A. Endowment Fund.

Pittsburgh, Pa., May 4, 1909.

C. H. Gould, President  
American Library Association,  
Montreal, Canada:

Dear sir: The Audit committee would respectfully submit its report for the past two calendar years, 1907-8, in view of the fact that there was no audit of the accounts made in 1907. We leave it to the Treasurer and Trustees of the Endowment fund to make their own reports in accordance with the books, but submit a trial balance sheet with the estimated values, and also the income from each of the endowment funds for the years 1907-8.

Owing to the unavoidable geographical distribution of the Audit committee and

Treasurer and Trustees, we have obtained a reliable audit of the books as presented. We have counted the bonds in the safe deposit vault of the Union trust company of New York and find them all intact as reported. All the accounts have been checked over and found to be correct with the exceptions stated in the special auditor's report of the Treasurer's accounts.

We recommend that the calendar year be observed in the Treasurer's reports as well as in the reports of the Trustees and the books closed on the first day of the first month of the year. That the voucher system be continued in both the Trustees' and Treasurer's accounts; also the follow-

ing recommendations for keeping the books for the guidance in the future of the Trustees of the Endowment fund.

1 Separate cash accounts into "Carnegie fund cash" and "Endowment fund cash" starting individual accounts in ledger for depository banks.

2 Start accounts "Income account—Carnegie fund" and "Income account—Endowment fund".

3 Close out "Premium account".

4 Inventory bonds at market prices carrying difference to "Surplus" or "Profit and Loss" accounts.

5 List Ledger entries in full, not "To Cash" or "By Cash".

6 Provide for changing the securities into other investments as deemed necessary by the trustees.

Respectfully submitted,

GEO. A. MACBETH,

Chairman Audit committee.

### WANTS—FOR SALE

#### WANTED

**Carnegie library, Atlanta, Ga.**

Proceedings of National Municipal League. 1903, 1904, 1905, 1906.

Sardou. Thermidor (either original or translation).

**Birmingham (England) free libraries.**

A. L. A. Book list. v.1-2.

Send offers to Secretary A. L. A. State library, Albany, N. Y.

**Cincinnati (O.) public library.**

Disraeli, I. Curiosities of literature. Edition containing Griswold, Curiosities of American literature.

Larned. History for ready reference, 5 v. and sup.

Poole. Index to periodical literature, 1815-99, abridgment.

Standard dictionary of English language. 2 v.

Sturgis. Dictionary of architecture and building. 3 v.

**Iowa state library, Des Moines**

Will pay \$1.00 for Brush and Pencil, Chicago, v. 7, no. 5 (Feb. 1901)

**Providence (R. I.) public library**

Arena, Mar. 1897.

Cement age, July 1904.

Charities, Jan. 5, 12, 19, 26, Feb. 2, 9, 16, 23, 1901.

Elementary school teacher, Sept., Oct., 1901.

Journal of accountancy, Nov., Dec., 1905.

Public, June 11, 18, 1898.

#### FOR SALE

**Bowdoin college library, Brunswick, Me.**

Blair & Robertson. Philippine Islands, 1493-1898. 55 v.

**Library of Congress**

The Library of Congress has many duplicate scientific and technological periodicals for exchange with other libraries and will be glad to receive lists of wants.

**Minneapolis (Minn.) public library**

Harper's weekly, bound, original War volumes to 1865. 5 v.

**New York state library, Albany**

Library journal, v. 23-33; any or all at \$2.50 each. Many odd numbers at 25c. each.

Redlich. Procedure of the House of Commons. 3 v. Lond. 1908. New. No marks. \$5.